BUDGET PREP GUIDE
2007-2008

WELCOME TO BP

Introduction:
This guide is an overview of the County's budget preparation system (BP). The system is maintained by ITD under the direction of the Administrative Office with additional support provided by the Auditor's Office.

The guide is designed to supplement a department's training for new employees and as a reference source to employees already familiar with BP.

Review your budget instructions carefully because:
1. Limits for fixed assets and travel reimbursements may be different from prior year
2. Required forms and narratives are modified
3. The Administrative Office revises requirements

Call ITD or the Auditor's office to set up new users or for help with passwords.

Available keystrokes, budget type (Status Quo or Traditional) and the budget year appear at the bottom of the screen.

The following features are available on BP:
1. Position query screen provides departments with salaries and benefits based on employee class (example on page 13).
2. Salary projection reconciliation allows departments to add differences from salary projection (example on page 13).
3. Report listing actual expenditures by line item for the last three budget years: Select Reporting, Form A, History.
4. Department's quarterly reports are available once actual costs are downloaded from SAP. Under Reporting, Select Quarterly Report.

Basic Keystrokes:
Available keystrokes will appear at the bottom of the screen. The most common are listed below:

Save	F2
Quit (at the Main Menu)	Escape
Back-up one screen (without saving)	Escape
Help	F1
Move between fields	Tab
Back one field	Shift-Tab
Select	Enter
Confirm Action	F10

You must use the escape key to exit BP. BP is not a Windows application and does not respond to Windows commands.

Getting Started

Log-on Screen

The first screen you see is the log-on screen.
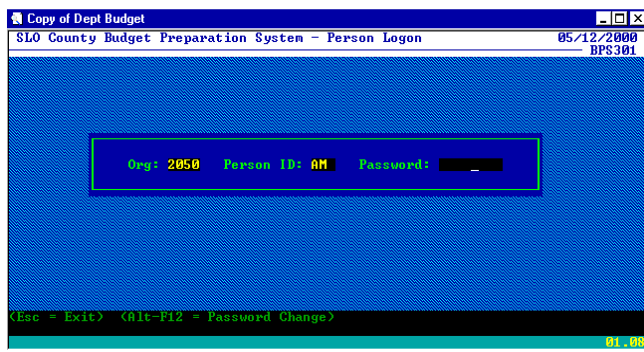
The top line of the log-on screen tells you **where you are**: the County Budget Preparation System, and **which screen you are in**: the log-on screen.
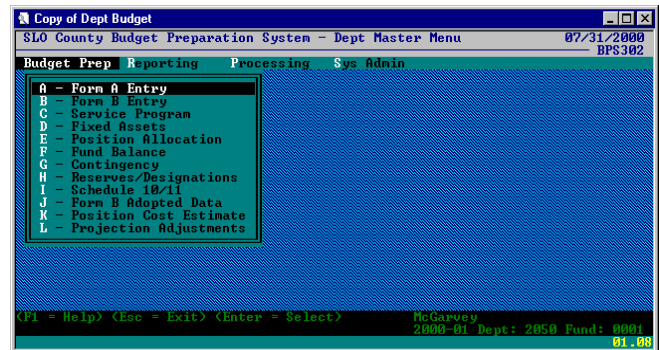
The bottom line lists other keystroke options you may select. From the log-on screen: exit the program by pressing the escape key, or change your password by selecting Alt F12.

Check the options along the bottom of the screen for available key selections.

Main Menu

Adopt Form B:
Before preparing your budget request for the upcoming year, you will need to adopt Form B to for the current year's budget.

Find differences between Form A and Form B using Form A / B Comparison Report:

Under Reporting:

1. Select C: Form B Reports
2. Select E: Forms A/B Comp
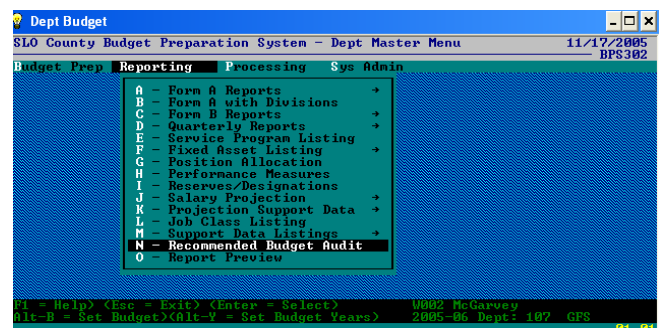3. Escape for print options

In addition to the Form A/B Comparison Report refer to the report listed under Recommended Budget Audit.

This is the report that chronicles changes made by the Administrative Office to submitted budgets.

Form A/B Comparison

Select N for Budget Audit

Adopt Form B - continued

1. Select J: Form B Adopted Data from the Main Menu

2. Select the current year

3. Select F1 for available functions

4. Adopt the overall budget by selecting Alt-F9

5. Update accounts for any changes

Select F2 to save

Schedules must be adopted separately.

Adopt Schedules:

Select F9 to update a schedule. If there are no changes select F9 again to move requested to adopted. Select F2 to save.

If there are changes: either update the number, select the insert function using F5 to add a new classification or select control-end to delete if there is no data in the prior year schedule.

F2 to Adopt Schedules

Save changes (F2) before exiting. F2 must be used at each step to save before exiting. Select F10 to confirm posting.

If you select F10 prior to saving you will lose any changes you have made.

Departments with divisions must adopt Form Bs for each division before divisional budgets can be downloaded into SAP. If a department has budgetary control at the divisional level this step should be completed shortly after the first of the new fiscal year. Otherwise, this step can be done after the final SAP closing.

The method for exporting divisional budgets has changed and now requires assistance from the Auditor's Office. See page 12 for instructions.

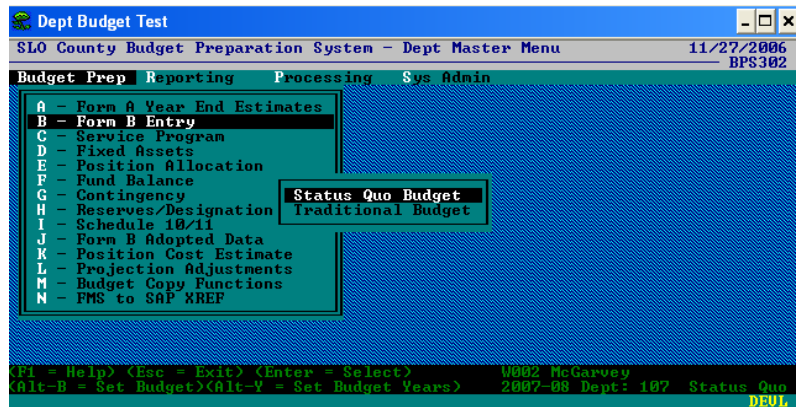# Status Quo and Traditional Budgets

Status Quo Budget

Select Alt-B to access Status Quo budget

F10 if the selection is correct.

Escape to return to menu if the selection is not correct.

The year and the budget are displayed in the lower right hand corner.
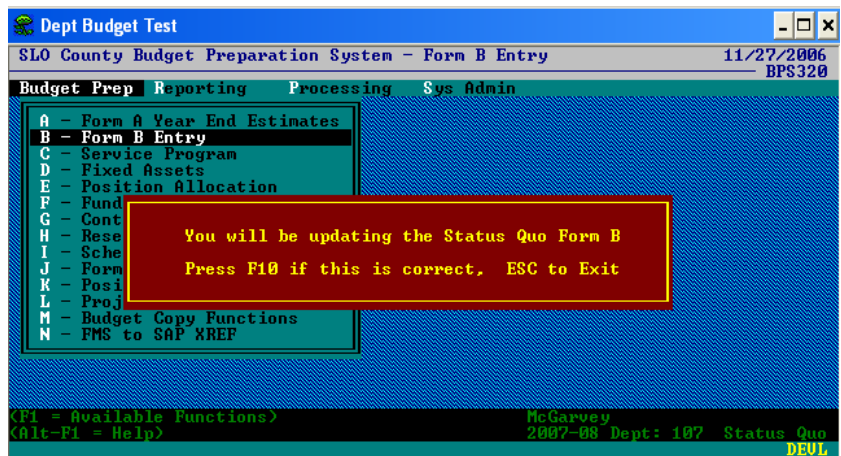

Alt-B to Select Status Quo Budget

Form B Entry:

Use Form B to enter requested line-item budget amounts.

Select B – Form B Entry to enter line-item budget amounts.

Schedules and narratives are entered at the Form B level.

Form B details roll up to Form A at the account level (without schedules and narratives).
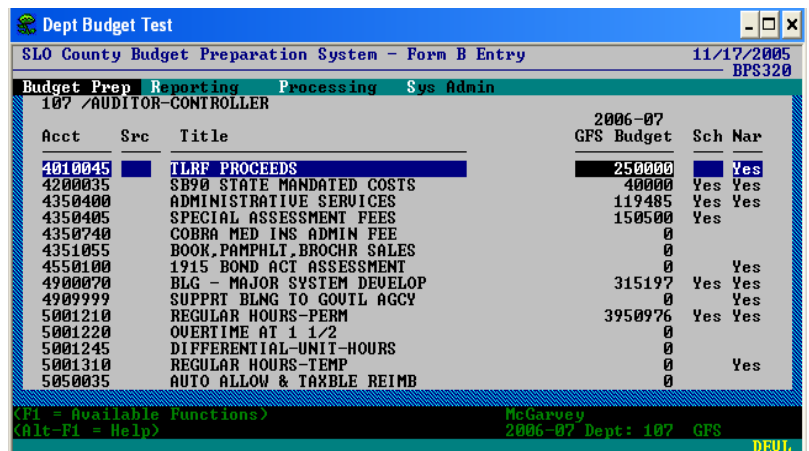

Select Form B Entry

Schedules are available for listing a category of expenditures under one account number.

Narratives are available for explanations.

Refer to the current year Administrative Office budget instructions for narrative and schedule requirements.

Form B Entry

Form B continued
Select Alt-F1 for the Help Screen.

The help screen gives instructions for narratives and schedules.

Narratives are used to support budgeted numbers and explaining differences between prior year and current year requests.

Schedules may have up to 99 items.

Form B - Available Functions:

F2 - Post (or save)

F5 - Add new account
If no title appears when adding an account it means the account is not in the system. Call the Auditor's Office for assistance.

F6 - Delete an account
Do not delete accounts unless it has been inactive for three years.

F7- Account Summary
Select F7 to see Net County Cost without leaving the input screen

F8 - Print Form B
Select F8 to print Form B without leaving the input screen

F9 - Update Line Item Narrative
Select F9 to add or update narrative

Alt F1 – Help Screen

F1 – Available Functions

F9 Add/Update Narratives

Alt F9 – Schedule input screen

Alt F9 – Update or add Schedule.
Do not delete a sub-account if it was used in the prior year. Enter 0 for categories without activity.
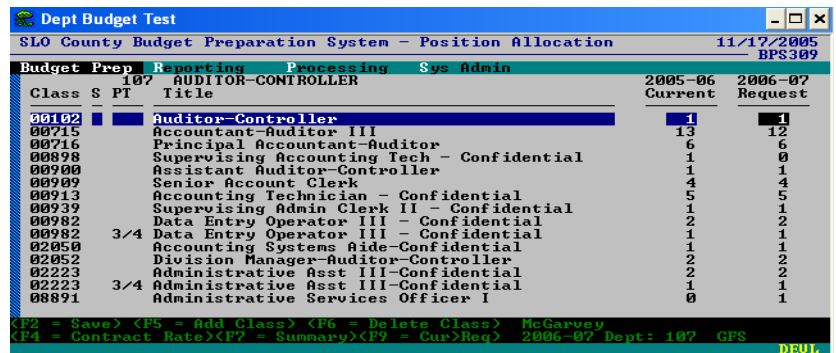
Insert new categories at the bottom.

Review the function keys along the bottom of the screen for guidance.

Position Allocation Report (PAL):

Select E - under Budget Prep to update Position Allocation for Status Quo budget. Reductions will not appear in the salary projection but additions will.

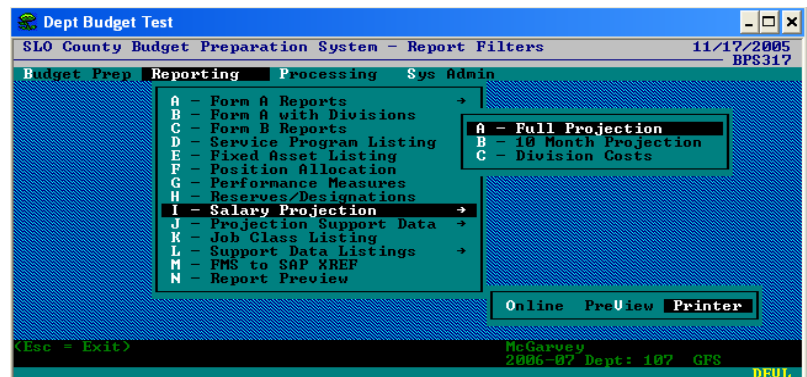Do not add a class that is not in the system.

Position Allocation Input Screen

Salary Projection

Locate salary projection under Reporting - I. Chose full projection, 10-month projection or division cost projection.

Budgeted salaries and benefits begin with the salary projection and are entered in Form B.

Adjustments to the original projection are entered in Form B.

Select Salary Projection

Matrix Accounts:

Amounts for service departments will be provided to you. Any changes to these amounts must be negotiated with the servicing department.

The Administrative Office will not recommend a change unless an agreement between the departments has been reached.

Additional schedules:

Fixed Assets:

Refer to budget instructions for the fixed asset limit.

Assets that equal or exceed the limit are entered in the fixed asset schedule. BP will not block entries below the limit.

Fixed assets are entered as either replacement or additions.

Use F1 to pull up selections for each category.

Fixed Assets

Fixed Assets continued:

As an example:
In the field titled C (C is for category of asset), select F1 the help screen will tell you A is for addition and R is for replacement. The field titled Pr is for priority. Number the asset according to its importance.

If it the most important fixed asset on your schedule number it 1, if the second most important number it 2, etc.

Select F9 to add a narrative to this schedule.
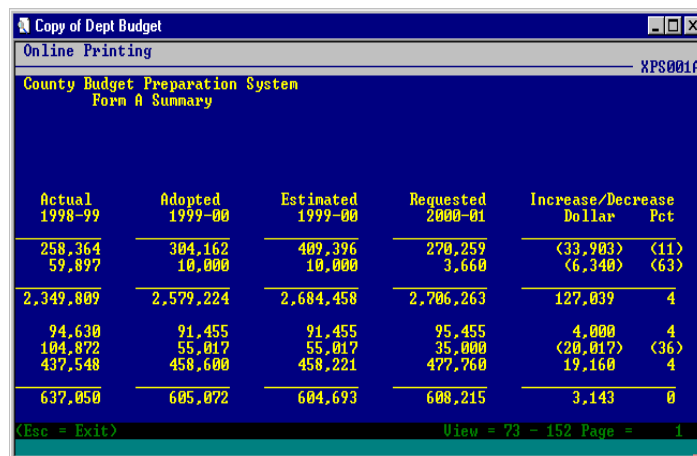
Select F2 to save

Service Programs:

Complete the Service Program schedule last. Any budget changes should be reflected in the service program schedules.

Enter the number of employees that are assigned to each program. Use the Position Allocation Summary screen to verify total employees.

The Position Allocation Summary screen is accessed in the PAL function.

1. Select PAL under Main Menu

2. Select F7 for the pop up summary screen

Position Allocation Summary

In the example given, 39.5 positions are requested.
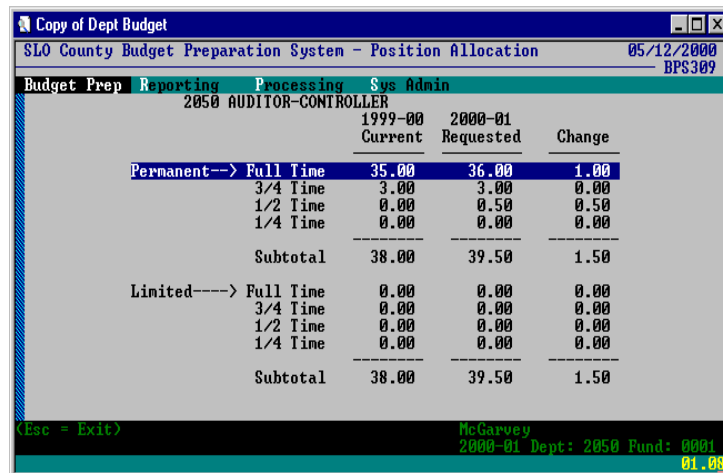
Determine the costs and revenues for each program.

Use the Form A Summary report to locate total revenue and expenditures.

Under Reporting, select Form A, Form A Summary.

The 510XXXX series (intrafund transfers) increases revenue.

Form A Summary

In this example revenues are $608,215 and expenditures are $2,706,263. Identify and correct differences. Select F2 to save.

Service Programs continued:
Under Budget Prep select Service
Programs.

Use the function keys at the bottom of
the screen to add or delete service
programs.

Service Program input screen

Printing Reports:

Select the required Forms under
Reporting in the Main Menu.

Select: Online - to view on screen
Preview - to save and view later or Print
- to print without viewing.

Form B is the report that displays
narratives and schedules

Form A is the summary report.

Both reports must be submitted with your budget.

Form A - Reporting Menu

Select the required report and choose
between menu items:

Print Form A:
1. Select A: Form A Reports

2. Select A: Requested

3. Select Summary

4. Select Printer

Form B – Reporting Menu

Departments with divisions should select B: Form A with Divisions.

Additional reports required:
Salary Projection
Position Allocation Listing (PAL)
Fixed Asset Listing (is requesting fixed assets)
        Service Program Worksheet is optional

Copy Status Quo to Traditional:

Select M – Copy Status Quo Budget

Select Traditional Budget

The red warning will appear. Read it carefully to verify the Status Quo budget will be copied to the Traditional budget before continuing.
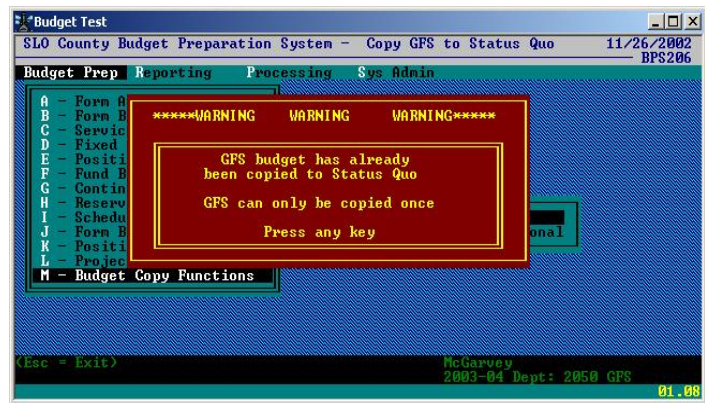
Copy verification warning

Press F10 to continue

A warning will appear if copy is attempted a second time. Select any key to continue.

Changes can be made manually in both the Status Quo and Traditional budgets.
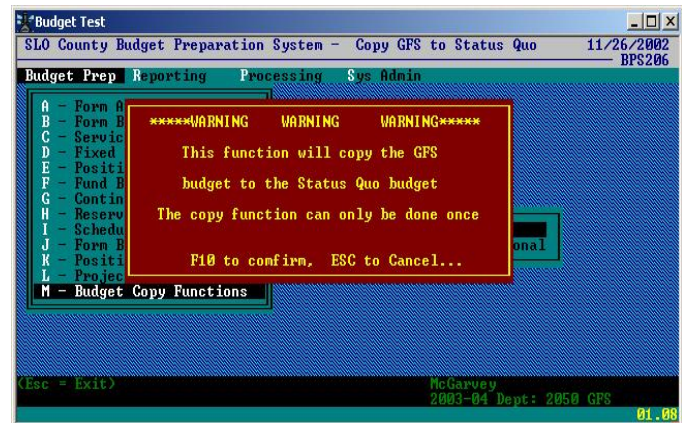
Warning – Cannot Copy

Alt – B to Select Status Quo

Select Alt-B to change between Status Quo and Traditional budgets.

The lower right hand column displays the most recently accessed budget. This will be the budget default when entering BP in subsequent sessions.
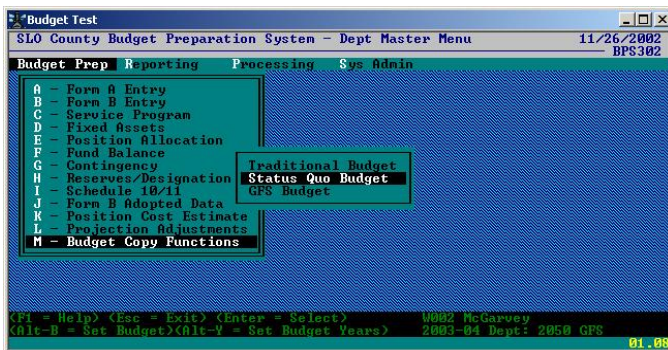
The Status Quo Form B has been copied to the Traditional Budget.

Enter the Traditional Budget using the same method as the Status Quo Budget.

Remember, A Traditional Budget is not required. Review budget instructions to determine the Traditional Budget parameters.

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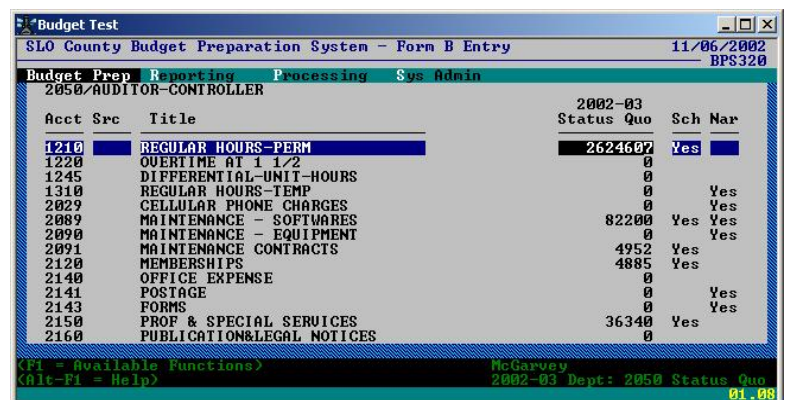
Form B – Status Quo Entry

Form A – Yr End Estimates:

Before printing reports complete Form A – Estimated Expenditures and Revenues for the current year.

Form A entry:
Estimate current budget year expenditures and revenues in Form A.

This step is important! The estimated total of expenditures and revenues is used to determine ending fund balance available.

Be as accurate as you can in completing Form A.

Select Form A – Year End Estimates

Change each number individually to reflect the current years estimate.

Non-General Fund departments will use estimates to calculate Fund Balance Available.

Add accounts without budgeted amounts by selecting F5.

Review prior year and current year-to-date actual expenditures and revenues before completing the estimated column.

Form A - Estimated

Select F2 to save, F10 to confirm posting. Select escape, F10 to confirm exit.

Non-General Fund Departments

Internal Service Funds and Enterprise Funds
Schedules 10 and 11

Enter line numbers and a brief description. Tab to the column headed T and select F1 for choices: R for revenue E for expenditure, etc.

Tab to the next field titled C and select F1.
Choices are O for operating and N for non-operating.

Review bottom of screen for options.

Internal Service Fund – Schedule 10

Special Revenue Funds:

Special Revenue Funds have additional budget requirements:

Contingencies:

Enter contingencies for special revenue funds in this screen.

Select F2 to save.

Contingency Entry Screen

Reserves and Designations:

Enter **estimated** current year reserves and designations. This will be the beginning number for reserves and designations for the budget year.

If reserves will be cancelled before year-end enter the amount (as a positive number) in the cancel column.

If reserves will be increased in the current budget year enter the number in the increase column (as a positive number).

Reserves and Designations

Select F2 to save and F10 to confirm posting before exiting (use escape to exit) and repeat the above steps for requested reserves and designations for the budget year.

Fund Balance Available:
Select F to enter requested Fund Balance Available.

Special Revenue departments' total-expenditures and total-financing sources must be in balance. Fund Balance is a source of financing.

If you need help call the Auditor's Office.

Fund Balance Available

Departments with Divisions:

If departments budget at the division level several more steps must be taken to Adopt Form B and export to SAP:

After the budget is adopted verify Form B division totals equal Form A adopted budget totals:

Follow the instructions for adopting Form B on page 2.

Form B must be adopted for each division.

Adopt at the Division Level

Print the report that compares Form B for divisions to Form A.

Form A is the adopted budget and cannot be changed. Change division budgets at the Form B level only.

The Form A/Form B Comparison report will verify account totals in Form B (at the division level) are equal to account totals in Form A.

Call the Auditor's Office to export.

Form A/B Comparison

Miscellaneous Features

Salary Query Function: located under Budget Prep at the Main Menu and titled Position Cost Estimate.

The report provides salary and benefit costs.

Enter the class number and enter full time, three quarter time or half time.

Remember – this is an estimate

Select F2 to calculate

A screen will pop up asking you to print, save or view the report online.

Select Online and the report will display on your screen.

Select Escape and you will be offered the option to print, save or exit.

Position Cost Estimate Report

Salary Reconciliation:

The salary reconciliation feature may be used to add or subtract differences from the salary projection.

Select Projection Report Adjustments under Budget Prep at the Main Menu:

Enter job class (available in BP, Lotus Notes or the yellow section of the budget). The title will be entered for you.

Enter a plus sign for an addition (+) or a negative sign for a reduction (-) to the salary projection.

Enter ½ for half time, ¾ for three quarters time or leave blank for full time

Salary Reconciliation Screen

Salary Reconciliation continued:

Explain why this position is different from the salary projection.

Enter the Step and the number of months – more than one step may be entered.

Select F2 to save and F10 to confirm posting

Print the salary projection. The reconciliation report prints on the final page of the salary projection (before the summary).

Copy of Dept Budget						▣
Online Printing						
						XPS001A
on System						Page: 4
						BPM123-R085
a as of 05-11-2000						
LLER						
	FTE	Step	Salary	Fixed	Variable	Total
after 6 months		5-06	-20,370	-5,659	-4,939	-30,968
I to II at 6 mon		1-06	20,079	5,659	4,868	30,606
or 12 months		1-06	26,525	5,659	6,432	38,616
		2-06	27,856	5,659	6,753	40,268
3 months		5-09	-48,756	-5,659	-11,822	-66,237
			5,334	5,659	1,292	12,285
			=========	=========	=========	=========

View = 97 - 176 Page = 4

Reconciliation Schedule in Salary Projection

The Salary Reconciliation feature is available, not required.
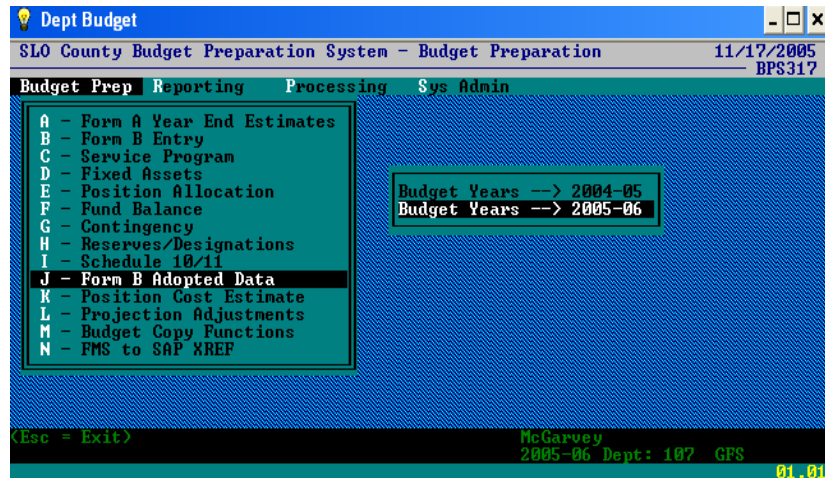
Recapping Steps in Preparing Requested Budgets:

1. **If running BP in a Window you must close the program by using escape to avoid locking up. BP is not a Windows application and does not respond to Windows commands.**

2. Adopt Form B making sure to select the current fiscal year. It is not longer necessary to use Alt-Y.

3. Prepare Status Quo PAL and generate the salary projection.

4. Complete Form-B

5. Complete form A Year End Estimates

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┌─ Dept Budget ──────────────────────────────────────── _ □ X ┐
│ SLO County Budget Preparation System - Budget Preparation  11/17/2005 │
│                                                              BPS317    │
│ Budget Prep  Reporting    Processing   Sys Admin                       │
│  A - Form A Year End Estimates                                         │
│  B - Form B Entry                                                      │
│  C - Service Program                                                   │
│  D - Fixed Assets                                                      │
│  E - Position Allocation      ┌──────────────────────────┐            │
│  F - Fund Balance             │ Budget Years --> 2004-05 │            │
│  G - Contingency              │ Budget Years --> 2005-06 │            │
│  H - Reserves/Designations    └──────────────────────────┘            │
│  I - Schedule 10/11                                                    │
│  J - Form B Adopted Data                                              │
│  K - Position Cost Estimate                                           │
│  L - Projection Adjustments                                           │
│  M - Budget Copy Functions                                           │
│  N - FMS to SAP XREF                                                  │
│                                                                        │
│ <Esc = Exit>                            McGarvey                       │
│                                         2005-06 Dept: 107  GFS         │
│                                                             01.01      │
└────────────────────────────────────────────────────────────────────┘
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Adopt Form B

6. Complete fixed asset listing if fixed asset request is more than limit (check budget instructions). BP will not allow a fixed asset entry for less than the limit.

7. Enter Fixed Assets amount in Form B for each Budget submitted

8. Print Form A Summary, Form B Detail, PAL, salary projection, fixed asset schedule, and service program reports for Status Quo budget

9. If preparing a Traditional Budget copy Status Quo to Traditional (Traditional Budgets are not required) and repeat process

10. Print required reports for Traditional Budget

Questions??? Call the Auditor's Office @ 781-5045 or ITD help desk @ 781-2800.

As a general rule the Auditor's Office will be available for functional questions and ITD will be available for technical questions. Call your Admin Analyst for budget questions.